



STUDENT MACINTOSH LABS –OSX FOR STUDENTS

Starting Up:

If the computer is not turned on, try moving the mouse, press the space bar or press the lighted spot on bottom right of monitor OR press the on/off button on the computer tower

Login screen will appear. In the Name field, type student. No need for password. Click Log In Button or press Return key on the keyboard

If no window appears after login, double click the Hard Disk icon (top right of screen).

The Dock:

The Dock is new to Mac – it is similar to the Task Bar in Windows and usually sits at the bottom of the screen. It has shortcuts to applications etc. and shows any documents or applications that are open – these are denoted by a black marker underneath. You can move through open applications by holding down the Apple key and pressing Tab.

Using Applications:

To open/run an application such as Word, Excel, click once on the application shortcut on the Dock OR open the Macintosh HD by double clicking and then click on Applications on the left side of screen. Then click on Microsoft Office X and then double click on the application you wish to open. In the Applications folder you will see a long list of applications. You will only be able to open those applications that are accessible to students. Open by double clicking.

You will notice that once open, there is an extra menu. This is called [application name] menu, eg Word menu when MS Word is open. The contents of this menu change depending on the application in use. One constant in this menu is the Quit function. The shortcut to quit and application – Apple Q still works.

Windows:

Windows in Mac OSX look a little different – eg, To close a window, click on the red button in the top left corner of the window. You can minimise a window by clicking the yellow button – this puts the window in the Dock. If you move your pointer over the icon, you will see the window's title. To open the window again, click the icon in the dock.

Browsers:

To open a **Browser**, click on the shortcut in the dock OR open the Macintosh Hard Disk, click on Applications folder, then click on Web Browsers and then double click on your choice of browser to open – Safari, Firefox, Internet Explorer or Mozilla.

Mail:

We recommend students use the University's webmail. Open a browser and connect to mirapoint.uow.edu.au


Languages:

To change **language**, click on the Australian Flag symbol (top right of screen). If the language you want is not listed, click on Open International.... On the window which opens, click on the Input Menu tab. Tick the language you require and then close the window by clicking on the Red X in the top left corner. You should now be able to choose the language from the underneath the Australian Flag or alternative symbol which appears in the top right side of your screen. From the pull down menu, choose Show [Character] Palette. This enables you to use various symbols within applications. It is also available for use within email.

Preferences:


Under Systems **Preferences**, there are only a few preferences which are available: International (to change language), Display (to change monitor display size), and CDs and DVDs. The user can change these preferences but they will revert to the default settings when the user logs out.

CDs:

To insert a CD, click the Media Eject button  near the top right of your keyboard. This opens the tray to place the CD in.

To eject a CD, drag to the Trash (bottom right of screen on dock). The symbol will change from a trash can to a Media Eject symbol.

Volume:

Please be aware that you may only listen to CDs etc if you use earphones. This is for the comfort of other users in the lab. To adjust volume, use the volume control keys on the top right of the keyboard 

Printing:

Print in the usual way, through the application you are using, eg MS Word, MS Excel, etc. To see the Print Queue, Open the Applications folder, choose Utilities and then double click Print Centre.

Force Quit: Hold down the Command (Apple) key and the Option key and press ESC

Saving:

USB drives should be plugged into the back of the keyboard.
Instructions for using CDs are available in the handout bay.

You can save to the Documents folder or the Desktop.

WARNING: This is for temporary storage only. When you log out, any documents left on the Desktop or Documents folder will be Deleted.

LOG OUT: It is extremely important that you log out of the computer before you leave. If a browser or email are left open, someone else may use them without your permission. Go to the Apple menu and choose Log Out Student.

Sleep:

If the computer has been left idle and has 'gone to sleep', touch the lighted circle on the bottom right of the monitor. If the computer has been turned off, you will need to press the ON/OFF button on the computer tower.

Nifty keys:

F9	If you have several windows open this will open and spread them across the screen so you can see all of them at once
F10	All
F11	Moves all windows 'out of the way' so you can see the Desktop